

**Position:** 2100706 – Telephone operator/Mail clerk – FSN-04, FP-AA  
**Open to:** All interested Candidates  
**Opening Date:** April 15, 2010 **Closing Date:** April 28, 2010  
**Work Hours:** Part-time: 25 hours per week  
**Position Grade:** Ordinarily Resident: FSN-04 (RUB 238,231 p.a. +bonus+ RUB 25,800 p.a.-starting salary)  
\*AEFM/MOH/NOR: FP-9(position grade to be confirmed by Washington)

**NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS (TEMPORARY OR PERMANENT) TO BE ELIGIBLE FOR CONSIDERATION. NON-RESIDENT APPLICANTS MUST PROVIDE DOCUMENTATION WITH THEIR APPLICATION THAT DEMONSTRATES THAT THEY HAVE THE RIGHT TO LEGALLY LIVE AND WORK IN THE RUSSIAN FEDERATION.**

The U.S. Consulate General in Saint Petersburg is seeking an individual for the position of Telephone operator/ Mail clerk in the Consulate Information Management Office.

#### **BASIC FUNCTION OF THE POSITION:**

The incumbent operates the telephone switchboard and associated equipment, providing service to the public and consulate staff; performs various mail (interoffice, local, APO, Pouch, DHL) handling functions; carries out document duplication for the US Consulate.

(A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Contact Tatyana Sokolova, 331 2632)

#### **QUALIFICATIONS REQUIRED**

**All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item – this is in addition to sending a CV/Resume. Please see steps on how to apply below.**

1. High school education is required.
2. A minimum of one year experience in telephone switchboard operation is required.
3. Level III (good working knowledge) speaking/reading English and level IV (fluent) Russian are required. Will be tested.
4. The incumbent should have a good knowledge of Consulate practices, procedures and regulations to include good security practices; a general knowledge of U.S. and Russian institutions, ministries and their responsibilities along with the responsibilities of sections within the Consulate.
5. The incumbent must be able to lift up to 20 KG, to operate various types of telephone equipment, voice mail system, fax and copy machines. Must have excellent telephone communication skills. Should have basic computer skills, including use of Microsoft Office and related applications. Must be able to document security-related incidents involving incoming calls.

#### **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members and those with U.S. Veterans preference will be given hiring priority consideration. Therefore, it is essential that all candidates **address the required qualifications** above in the application.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and visa status in determining successful candidacy
2. Current in-house employees serving a probationary period are not eligible to apply.
3. Must be able to obtain and hold a security clearance or pass a background check as appropriate.
4. Currently employed US Citizen EFMs, who hold a FMA appointment, and currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a "When Actually Employed" (WAE) work schedule.
5. AEFMs and EFM/MOHs on the travel orders of a Foreign Service, Civil Service, or Military Officer permanently assigned to post and under Chief of Mission authority are not required to obtain work permits or visas for employment within a U.S. Foreign Service post in Russia.
6. Under the Russian law on citizenship, dual citizenship is not recognized by the Government of Russia (GOR) unless a bilateral agreement exists; one does not exist between the GOR and the USG. (Bilateral agreements on dual nationality do exist between Russia and Tajikistan) Employees and/or Appointment Eligible Family Members (AEFMs) who may have dual citizenship should advise the Human Resources Office before applying for any jobs at the Embassy or at the Consulates General.

## TO APPLY

- To be considered for a certain position all interested candidates should proceed as follows:

- A. Indicate the position you are applying for.
- B. Submit the following documents to HR in English. For any positions requiring level II (limited) English proficiency or lower, resumes may be submitted in either English or Russian.
  - Application for Federal Employment (SF-171 or OF-612); or
  - A current resume that addresses **all** the required qualifications listed above in this announcement. Applicants may submit a narrative statement on a separate page with specific responses to each qualification.
  - Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
  - Documentation (essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### SUBMIT APPLICATION TO Human Resources Office

Fax: 7-812 331 2675; Email: [stpetersburghr@state.gov](mailto:stpetersburghr@state.gov)

*The preferred way of receiving resumes is via email.*

### POINT OF CONTACT

Tatyana Sokolova, 7-812 331 2632

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

### CLOSING DATE FOR THIS POSITION: April 23, 2010

The US Mission in Russia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Vacancy Announcement approved by William Crummey (Acting Management Officer)

Page 2 of Vacancy Announcement Number S-10-0003

